



## OPERATIONAL BULLETIN: OPS-2011-01

**TITLE:** New Operational Bulletin process

Date of Issue:	Mode(s) :	Target Audience:	Area of Interest:
2011-04-07	All	National	All

### Details:

- This is the new operational bulletin template that will announce changes to policies and procedures that apply to BSOs and other operational staff.
- At present, only the Operations and Programs Branches at HQ will utilize this template.
- In most cases, HQ will draft the bulletins and provide a 48 hour review period before formally issuing the bulletin, requesting dissemination and uploading it to Atlas. For time sensitive issues, the bulletin will be issued and then amended if necessary.
- To ensure timely delivery and targeted messaging, the regional PPID will be responsible for disseminating the bulletins to the impacted operations.
- The bulletins will be placed on Atlas for all operational staff to access and for reference purposes.

### Actions required by Operational staff:

- Read bulletins and become familiar with the new policy or procedural change.
- Use the bulletins index as a reference point for announced policy or procedural changes.

### Contact Information:

- Horizontal Border Operations Unit, Port of Entry Operations, Operations Branch

Any questions regarding this bulletin should be directed to Stephanie Vance, Senior Program Advisor via email at [Stephanie.Vance@cbsa-asfc.gc.ca](mailto:Stephanie.Vance@cbsa-asfc.gc.ca) or phone 613-948-8576.

**Approved By:** Raymond Bédard

<b>Effective Date:</b> 2011-04-07	<b>Updated:</b>
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Additional bulletins:



Canada Border Services Agency   Agence des services frontaliers du Canada

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